



APPLICATION INSTRUCTIONS

Thank you for your interest in pursuing a license as a nursing home administrator (NHA) or residential care and assisted living administrator (RCAL). Review carefully this document and the appropriate application for licensure you wish to pursue. Gather the needed information and documents as outlined in the attached Checklist prior to beginning the application process. Please note that to ensure your application and materials will be presented at a board meeting, it is suggested to mail it approximately 6 weeks prior to the board meeting date. This will ensure timely review and processing.

Complete the application for licensure for NHA or RCAL. The completed and signed application, \$150 fee, and the items listed in the Checklist are to be mailed to the address within the application. Each applicant is responsible for updating his/her personal contact information and employment information at any time by email to bnha@health.mo.gov. This is also a requirement once you become licensed.

All information provided will be reviewed by the Board at a scheduled meeting to determine your eligibility to examine in Missouri for an administrator's license. Therefore, you will need to provide complete answers to all questions and provide the required documents. This information will be evaluated pursuant to Section 344.030, RSMo, and 19 CSR 73-2.020 or 19 CSR 73-2.022. The laws and regulations governing the administrator program can be found on our website at <http://www.health.mo.gov/bnha>.

The Board office will notify you by email once your application is considered complete and ready for evaluation at a scheduled Board meeting. Board meeting dates are listed on our website. Once the Board makes a decision regarding your application, you will be notified by email within 15 business days.

If found qualified to examine, you will receive your decision letter along with the examination information. Review carefully the information to ensure a successful examination process. The examination preparation and registration information are available on our website for your convenience. Click on "Statutes, Regulations & Resources" to find the documents – sources of study, exam instructions, and candidate information handbook.

CHECKLIST

1. **Complete and thorough application.** Ensure all fields are completed and boxes checked appropriately. When completing the experience portion of the application, please be thorough and clarify your duties/tasks/experience. You may include a resume' or a document outlining the positions and duties to clarify your experience.
2. **Two original signed letters of reference from non-relatives.** These signed and dated letters should contain proof of "good moral character." These letters must have been written within the last six months.
3. **A copy of your birth certificate.** An applicant is required by statute to be 21 years of age or older.
4. **A copy of your high school diploma/transcript or equivalency certificate (GED).** This provides documentation of this statutory requirement. If high school is documented on the official college transcript, a copy of the diploma or GED is not needed.
5. **Official college transcripts must be submitted when a degree is awarded.** The transcripts may be sent with the application as long as they are official transcripts. Transcripts faxed or emailed from the accredited education institution are accepted.
6. **A recent and clear color photograph of the applicant.**
7. **Reciprocity/Endorsement** – if you had or currently have administrator license(s) in other states, complete the "License Verification" form available on the website and send to each appropriate state for completion. You may collect the verification(s) and send to this office, or the state(s) will return the completed form to this office. Refer to "Reciprocity/Endorsement Information" document on the website.

NOTE: If you are currently an applicant with another state or have applied with another state and do not have a license, this form needs to be sent to the state(s) for verification due to possible exam scores and background information.

8. **One hundred fifty dollars (\$150) check or money order** made payable to the Department of Health and Senior Services/Board of Nursing Home Administrators, Attn: Fee Receipts, PO Box 570, Jefferson City, MO 65102-0570. *This is a non-refundable application review fee.*